

# Sign Up To Receive Email Blast from South Loop School

Stay informed with the latest South Loop News. Email blast serve as a form of immediate communication of up-coming school events. Messages are delivered every Friday in the form of "A Week at a Glance" or daily depending on the information needed to be communicated. Please complete the following information. Return completed form to the main office. To ensure you receive email blast from the school please do the following:

- Please make sure you have [southloopschool@gmail.com](mailto:southloopschool@gmail.com) in the address book of your email client (e.g. Yahoo!, AOL, MS Outlook, etc.) Also, if there is a spam blocker through an Anti-Virus program (e.g. Trend Micro, Pc-Cillin, Norton) on your email please ensure that it is setup to allow emails from [southloopschool@gmail.com](mailto:southloopschool@gmail.com). If you have mistakenly opted out of our email blasts then please follow directions below for how to sign back up. (See back of Form)

## Please Print Clearly

Child's name \_\_\_\_\_ Room \_\_\_\_\_

Parents/Guardian Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Apt# \_\_\_\_\_

Zip Code \_\_\_\_\_

Home Phone # (     ) \_\_\_\_\_

Cellular Phone # (     ) \_\_\_\_\_

Email Address(S)

@

@

### To r-esubscribe yourself

- + Click the "Subscribe me" link (usually located on the bottom, or bottom left hand side) in an old South Loop School email blast message. If you do not have an old email blast from South Loop School please reply to [jaberlanga@cps.edu](mailto:jaberlanga@cps.edu) and one will be forwarded to you.
- \*Important!: When you sign up again via a signup box or a "Subscribe me" link, you will see this message: "You are already a member of the Constant Contact mailing list. If you would like to update your profile, please click **Submit** and instructions will be emailed to you."
- To complete the sign-up process, you must click **Submit** and click **Update Profile** in the next email you receive.

### To help someone re-subscribe

- +Forward an old South Loop School email using the "Forward Email" link at the bottom of an old South Loop School email blast. **IMPORTANT: Do not use the Forward button in your email program)**
- \*Important!: When you sign up again via a signup box or a "Subscribe me" link, you will see this message: "You are already a member of the Constant Contact mailing list. If you would like to update your profile, please click **Submit** and instructions will be emailed to you."
- To complete the sign-up process, they must click **Submit** and click **Update Profile** in the next email blast they receive.